



Position Available

Part Time Reference Position (18 Hour)

Amesbury Public Library
Union

Summary Statement of Duties:

Under the supervision of the Library Director, provide reference and readers' advisory service to adults, orders materials for the collection. Assists library patrons in locating needed information through use of reference collections and online resources. Answers reference inquiries by phone, email, or in person. Instructs public in use of online catalogs, databases and other electronic resources. Promotes use of reference sources. Instructs public in use of personal computers, microfilm reader/printers and other equipment. Performs reader advisory services and instructs patrons in the use of library resources. Related work as required.

Additional Duties:

Troubleshoots PCs and other equipment. Assists at the circulation desk as required.

Supervision Required: Library Director

Salary:

\$24.36 an hour

Qualifications:

Masters in Library Science with three-five (3-5) years related work experience.

To Apply

Send or email resume and letter of application to:

Erin Matlin, Director
Amesbury Public Library
149 Main Street
Amesbury, MA 01913
ematlin@mvlc.org

Deadline

Open until filled.

September 17, 2015